



**SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
APPLICATION FOR VOLUNTEER SERVICES**

(Type or print in ink – Answer all questions)

Date of Application

Month Day, Year

New or Renewal

☐☐

Photo ID

Tape a photocopy of current drivers license,
State ID, or passport.

Institution – where service(s) are to be provided:

Group Affiliation

Group Leader

☐ Y ☐ N

Name

Title

Last

First

Middle/Maiden

Preferred

Street Address or Post Office Box

Apartments or Community

City

State

Zip Code

Home Phone w/ Area Code

Daytime Phone w/Area Code

Extension

Email

Personal Information – all information is required for application to be processed:

Social Security Number

Driver's License Number

State

Male / Female

Race

Date of Birth

(mm/dd/yyyy)

Place of Birth (City & State

(or Country if not US)

U.S.

Citizen

☐ Y ☐ N

Ordained

☐ Y ☐ N

Licensed

☐ Y ☐ N

Religious

Education

☐ Y ☐ N

Why are you interested in becoming a volunteer at SCDC? _____

Complete all pages of this form and ensure that all questions are answered completely and honestly.
Sign your legal signature and mail original form to the Institutional Chaplain. Any questions, please call (803) 896-8776.

Criminal History

All applications will be processed through the National Crime Index Center (NCIC). Answer all questions completely and honestly. Having a record will not automatically eliminate you from volunteering; however, failure to fully disclose this information will. Read the following and select either "Yes" or "No". If you do not respond to any of the questions, it will delay the processing of your application.

Have you ever been accused of or been found liable of sexual abuse, sexual misconduct, or sexual harassment or resigned during a pending investigation of a sexual abuse, sexual misconduct, or sexual harassment allegation with any previous employer? (28 CFR 115)	Yes	No	Examples of crimes, other than minor traffic violations, that must be reported are: Driving under the influence of intoxicating beverages or other drugs; fraudulent or bad checks; disturbing the peace; leaving the scene of an accident. You must list arrests(s) and convictions(s) even if you were pardoned, paroled, had a suspended sentence, probation or the charges were dropped or dismissed. This information may not disqualify you, but must be listed regardless of date or type of offense. An arrest or being charged with a crime includes being fingerprinted or simply having a warrant issued. Regarding disclosure of arrest record, applicants who have received an Order of Expungement from a court of competent jurisdiction are not required to list/report such arrests.
Do you currently have a court ordered restraining order against you with regard to family members or cohabitant?	Yes	No	
Have you ever been arrested?	Yes	No	
Have you ever been charged with a crime?	Yes	No	
Have you ever been convicted of a crime?	Yes	No	

If you answered "Yes" to any of the questions above, list information in section below:

Charge(s)	Arresting authority & location (city & state)	Disposition	Disposition date (Month/Year)	Convicted (Yes or No)

Yes **No** Have you ever been fingerprinted? If yes, please give approximate date(s) and reason: _____

Yes **No** Have you ever been an inmate in a SCDC Institution, Federal Institution, or Penal Institution of another jurisdiction? If yes, charges, dates, where and type of sentence: _____

Yes **No** Are you or **ANY** member of your immediate family related to or have had a close personal relationship with anyone who is currently **OR** was previously an inmate in an SCDC Institution? This would include spouses, ex-spouses, common-law spouses, mother, father, mother-in-law, father-in-law, brother, brother-in-law, sister, sister-in-law, daughter, daughter-in-law, Grandfather, Grandmother, Grandchild, aunt, uncle, cousins, any step-relatives, boyfriend or girlfriend.

If yes, inmate name, relationship, charge, dates, where and type of sentence: _____

Yes **No** Are you currently **OR** have you ever been on an inmate's visitation list at any SCDC facility?

If yes, inmate name and relationship: _____

Yes **No** Have you had any relationship with any inmate currently or previously incarcerated in an SCDC institution?

Yes **No** Have you or any member of your family ever been a victim of a crime committed by an inmate who is incarcerated at SCDC **OR** ever testified in a case involving an inmate incarcerated at SCDC?

If yes, name of inmate, dates, and location of crime/trial: _____

I have read and understand the above and certify the information provided is correct. I agree that any false statements may result in SCDC prohibiting my entrance into any facility. I authorize SCDC to utilize the above information for the purpose of completing an NCIC (National Crime Information Center) background check. I understand that failure to receive approval to work at any SCDC facility based upon any information above will be communicated to the facility supervisor and will require my immediate termination from the SCDC facility. Service providers are subject to random drug testing to be conducted by SCDC. Refusal to take or positive results of a random drug test will result in immediate and permanent removal and banishment of the service provider from all SCDC facilities. Anyone under the influence of prescription medication, testing positive on a drug test must be able to provide documentation that lists him/her, as the person for whom the medication was intended (SCDC policies ADM 11.01 and GA-03.02)

Date

Signature

SC Department of Corrections Relationships

SCDC Employee

☐ Y ☐ N

Former SCDC Employee

☐ Y ☐ N

Where

When

Have you previously served as a SCDC Volunteer ?

☐ Y ☐ N

Where

When

Do you have any relatives working for the Department of Corrections?

☐ Y ☐ N

Name (s)

Relationship (s)

Work Location (s)

Medical Needs & Emergency Contact

Do you have any health or physical concerns that will limit your ability to safely provide volunteer services? If yes, describe

☐ Y ☐ N

Do you have any medications that you must keep in your possession? If yes, describe

☐ Y ☐ N

In case of emergency, notify

Relationship

Phone w/Area Code

Address

City

State

Zip Code

Authentication

I understand that I will not receive any compensation for serving as a volunteer. I understand that there are certain risks inherent in working within the confines of a correctional facility. Facility staff will take normal and prudent precautions for my protection but they cannot guarantee my physical safety nor protect me from any legal liability that may result from my actions as a volunteer. Furnishing the requested information is voluntary, but the failure to provide all or part of the information may result in lack of further consideration for volunteer services, clearance or access, or in the termination of your volunteer services.

This information I have provided is true to the best of my knowledge. I authorize the SCDC to conduct a background investigation to verify the information. I also understand that the SCDC will not be responsible for any personal injury or property loss that may occur to me while performing volunteer service, and I am aware of the Agency's zero tolerance to drugs and sexual misconduct, and my required adherence to all of the Agency's policies.

I have read (or have had it read to me) this application and understand the information that it contains.

Printed Legal Name

Legal Signature

FOR AGENCY USE ONLY

Criminal Record

☐ Y ☐ N

NCIC Check Date

NCIC Certified Operator

Approved Disapproved

☐☐

Date Processed

Division of Inmate Services Designee

Date of Training

Chief of Staff Approval Signature (If SCDC Employee or Former Employee)

Notes & Comments